



## OFFICE OF THE SECRETARY OF STATE

## LOCAL RECORDS COMMISSION OF COOK COUNTY

JESSE WHITE  
Secretary of State  
State Archivist

11/14/2017

### COMMISSION MEMBERS

TONI PRECKWINKLE  
President Cook County  
Board of Commissioners

RAHM EMANUEL  
Mayor, City of Chicago

LAWRENCE L. WILSON  
Cook County Comptroller

ANITA ALVEREZ  
Cook County State's Attorney

JESSE WHITE, State Archivist  
Secretary of State

VACANT, State Historian

### DESIGNEES

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Administrator, Cook County  
Bureau of Administration

IVANA DABIZLJEVIC  
Cook County Comptroller's  
Office

KATHLEEN MCKEE  
Assistant State's Attorney

DAVID A. JOENS  
State Archivist Designee

RODNEY FREEMAN  
Chicago Public Library

IAN HUNT  
State Historian Designee

Civilian Office For the Police Accountability  
1615 W. Chicago Avenue  
Chicago, IL 60622

The enclosed Application for Authority to Dispose of Local Records #17:025C was approved by the Local Records Commission of Cook County on 11/14/2017. This is your authority to dispose of each record series in accordance with the retention period listed for each record. However, please note the provisos on the signature page which explain requirements concerning audits, pending or anticipated litigation, the filing of Disposal Certificates prior to the disposal of any government record, digitizing records, and microfilming.

Commission rules require that a Records Disposal Certificate be filed with the Records Management Section of the Office of the Secretary of State thirty (30) days prior to disposal of any records. Our staff will process your request and return a copy of the disposal to you marked approved or disapproved. Blank records disposal certificates are enclosed for this purpose.

If you have any questions, please do not hesitate to contact our office at (217)782-7076.

Sincerely,

Robert C. Boots, Archival Program Administrator  
Records Management Section  
Illinois State Archives  
[rboots@ilsos.net](mailto:rboots@ilsos.net)

Enclosure(s)  
RB:rm

# RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission  
Margaret Cross Norton Building  
Springfield, IL 62756  
217-782-7075

**Directions:**

1. Fill in all blanks and columns.
2. Sign and send certificate to above address thirty (30) days prior to disposal date.
3. Retain records until approved copy is returned.

APPLICATION #: \_\_\_\_\_

COUNTY: \_\_\_\_\_

FROM: \_\_\_\_\_  
(Agency Division)

ADDRESS: \_\_\_\_\_  
(Street, P.O. Box)

\_\_\_\_\_  
(City, ZIP Code)

CONTACT TELEPHONE: (\_\_\_\_\_) \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)

If any of the above records are microfilmed, I hereby certify that they have been reproduced in compliance with standards given in Sections 4000.50 and 4500.50 of the Regulations of the Local Records Commissions.

If the records are digitized, I certify that they have been reproduced in compliance with standards given in Sections 4000.70 / 4500.70 and will be maintained in compliance with standards given in Sections 4000.80 / 4500.80 of the Regulations of the Local Records Commissions.

I hereby certify that, in compliance with authorization received from the Local Records Commission, the records listed above will be disposed of on or after:

Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print name and title on line above

Prepared by: \_\_\_\_\_

(Signature required only if records have been microfilmed or digitized)

Secretary of State  
Local Records Unit  
Margaret Cross Norton Bldg.  
Springfield, Illinois 62756  
Telephone (217) 782-7076

Local Records Commission  
Of Cook County, Illinois

Application No. 17:025C

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

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AGENCY  
Civilian Office for Police Accountability  
ADDRESS  
1615 W. Chicago Avenue  
CITY Chicago ZIP 60622  
PHONE (312) 545-3135

I hereby request authority to dispose of local government records according to the schedule below. I certify that any microfilm or digitized copies will be made in accordance with the standards of the Local Records Commission of Cook County and will be adequate substitutes for the original records.

*Patricia Banks*  
Signature of Agency Head  
*Interim Chief Administrator*

10-24-17  
Date

Approval:  
Local Records Commission  
of Cook County, Illinois  
County Building – Room 801  
Chicago, Illinois 60602

*Martha Martinez*  
Martha Martinez

Chairman  
*David A. Joens*  
David A. Joens

Director, State Archives

November 14, 2017

Date

RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF:

- After their individual retention period is complete,
- If they are correctly listed on a Records Disposal Certificate submitted to and approved by the Local Records Commission of Cook County thirty (30) days prior to disposal,
- Providing any local, state, and federal audit requirements have been met,
- As long, as they are not needed for any litigation either pending or anticipated.

THIS RECORDS RETENTION SCHEDULE DOES NOT RELIEVE LOCAL GOVERNMENT AGENCIES OF RETENTION REQUIREMENTS MANDATED BY OTHER STATE AND FEDERAL STATUTES AND/OR REGULATIONS. WHEN SUCH AN OBLIGATION DOES EXIST, THEN THE LONGER RETENTION PERIOD TAKES PRECEDENCE.

ANY RECORD ON THIS APPLICATION MAY BE MICROFILMED OR DIGITIZED AND THE RECORD DISPOSED OF IF THE RECORD IS MICROFILMED OR DIGITIZED IN ACCORDANCE WITH THE STANDARDS OF THE LOCAL RECORDS COMMISSION OF COOK COUNTY AND IF THE FILM OR DIGITIZED RECORD IS RETAINED FOR THE PRESCRIBED RETENTION PERIOD.

DISPOSAL OF RECORDS AFTER MICROFILMING OR DIGITIZING  
MUST BE NOTED ON THE RECORDS DISPOSAL CERTIFICATE.

THIS APPLICATION AND ANY RELATED RECORDS DISPOSAL CERTIFICATES  
ARE TO BE RETAINED PERMANENTLY.

Secretary of State  
Local Records Unit  
Margaret Cross Norton Bldg.  
Springfield, Illinois 62756  
Telephone (217) 782-7076

Local Records Commission  
Of Cook County, Illinois

Application No. 17:025C

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DISPOSE OF LOCAL RECORDS

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Civilian Office for Police Accountability  
ADDRESS  
1615 W. Chicago Avenue  
CITY  
Chicago ZIP  
60622  
PHONE  
(312) 545-3135

I hereby request authority to dispose of local government records according to the schedule below. I certify that any microfilm or digitized copies will be made in accordance with the standards of the Local Records Commission of Cook County and will be adequate substitutes for the original records.

*Patricia Banks, Interim Chief Administrator*  
Signature of Agency Head

*October 24, 2017*  
Date

Approval:  
Local Records Commission  
of Cook County, Illinois  
County Building – Room 801  
Chicago, Illinois 60602  
(312) 603-7832

*Martha Martinez*

Chairman

*David A. Joens*

Director, State Archives

*November 14, 2017*

Date

RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF:

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- If they are correctly listed on a Records Disposal Certificate submitted to and approved by the Local Records Commission of Cook County thirty (30) days prior to disposal,
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ANY RECORD ON THIS APPLICATION MAY BE MICROFILMED OR DIGITIZED AND THE RECORD DISPOSED OF IF THE RECORD IS MICROFILMED OR DIGITIZED IN ACCORDANCE WITH THE STANDARDS OF THE LOCAL RECORDS COMMISSION OF COOK COUNTY AND IF THE FILM OR DIGITIZED RECORD IS RETAINED FOR THE PRESCRIBED RETENTION PERIOD.

DISPOSAL OF RECORDS AFTER MICROFILMING OR DIGITIZING  
MUST BE NOTED ON THE RECORDS DISPOSAL CERTIFICATE.

THIS APPLICATION AND ANY RELATED RECORDS DISPOSAL CERTIFICATES  
ARE TO BE RETAINED PERMANENTLY.

**Subject to statutory provisions, agencies may dispose of records authorized for destruction by the Commission after the agency has received an approved Records Disposal Certificate from the Local Records Commission of Cook County listing the records to be destroyed or disposed of.**

**All records, regardless of physical format or characteristics, that by state or federal statute, agency rule, or policy contain information that is confidential, must be physically destroyed in a manner that such information cannot be identified or retrieved.**

**THIS DOCUMENT ALONG WITH ALL RECORDS DISPOSAL CERTIFICATES IS TO BE RETAINED PERMANENTLY.**

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)**

Application No. 17:025C

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Item No.

**Record Series Title, Description and Recommendation**

**ADMINISTRATIVE AND AGENCY WIDE RECORDS**

100. APPLICATIONS FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND LOCAL RECORDS DISPOSAL CERTIFICATES

Dates: 2017-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

Recommendation: Retain permanently.

101. ADMINISTRATIVE CORRESPONDENCE AND CORRESPONDENCE INCLUDING EMAIL AND OTHER MEDIA DESIGNATED AS GENERAL CORRESPONDENCE

Dates: 2007-  
Volume: Negligible/MG  
Annual Accumulation: Negligible  
Arrangement: Chronological/Alphabetical

Recommendation: Retain for one (1) year then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.

102. ACCIDENTS, INCIDENTS AND INJURY REPORTS

Dates: 2007-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

Recommendation: Retain for seven (7) years, then dispose of.

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)**

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Item No.	Record Series Title, Description and Recommendation
103.	<u>BIDS, SPECIFICATIONS AND PROPOSALS</u>
104.	<u>BUDGET RECORDS</u>
105.	<u>CONTRACTS, LEASES AND AGREEMENT (ALL)</u>

Dates: 2007-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological/Alphabetical

Recommendation: Retain successful bids for ten (10) years after terms of the related contract are complete, then dispose of. Retain unsuccessful bids for three (3) years after rejection, then dispose of.

Dates: 2007-  
Volume: 100 Cu. Ft./MG  
Annual Accumulation: 10 Cu. Ft.  
Arrangement: Chronological

Recommendation: Retain budgets for seven (7) years, then dispose of. Retain budget worksheets/supporting documents for two (2) years following approval of budget, then dispose of.

Dates: 2007-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

Recommendation: Retain contracts and contract renewals for ten (10) years after termination or completion of the terms of the contract, agreement, or lease, then dispose of.

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)**

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Item No.	Record Series Title, Description and Recommendation
106.	<p><u>EMPLOYMENT APPLICATION (SOLICITATION AND UNSOLICITED) AND SUPPORTING DOCUMENTS</u></p> <p>Dates: 2007- Volume: 20 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain <u>solicited applications and supporting documents</u> for two (2) years from the date of the application, then dispose of. Retain <u>unsolicited applications and supporting documents</u> for one (1) year from the date of application, then dispose of.</p>
107.	<p><u>EQUIPMENT AND INVENTORY FILES</u></p> <p>Dates: 2007- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological/Alphabetical</p> <p>Recommendation: Retain until equipment is sold, traded, or junked, then dispose of. Retain inventory for two (2) years after superseded by a new inventory, then dispose of.</p>
108.	<p><u>"FREEDOM OF INFORMATION ACT" REQUESTS AND DENIALS</u></p> <p>Dates: 2007- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years after filing date, then dispose of, provided no review is pending with the Attorney General's Public Access Counselor.</p>

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
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Item No.	Record Series Title, Description and Recommendation
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109. FINANCIAL RECORDS INCLUDING STATEMENTS, LEDGERS, JOURNALS,  
REGISTER, EXPENDITURE AND EXPENSE REPORTS AND ACTIVITY REPORTS

Dates: 2007-  
Volume: 14 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

Recommendation: Retain for seven (7) years, then dispose of.  
Retain daily, weekly and monthly activity reports for two (2) years, then dispose of.  
Retain annual reports for seven (7) years, then dispose of.

110. GRIEVANCES

Dates: 2007-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

Recommendation: Retain grievances resolved prior to arbitration for ten (10) years, then dispose of.  
Retain grievances resolved by arbitration for fifteen (15) years, then dispose of.

111. JOB POSTINGS AND DESCRIPTIONS

Dates: 2007-  
Volume: 2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

Recommendation: Retain for two (2) years, then dispose of.

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)**

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Item No.	Record Series Title, Description and Recommendation
112.	<p><u>LEGAL OPINIONS, LEGAL RESEARCH AND ORDINANCE/LEGISLATION DRAFTING</u></p> <p>Dates: 2017- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>
113.	<p><u>MINUTES AND AGENDAS INCLUDING BOARD PACKETS</u></p> <p>Dates: 2017- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological/Alphabetical</p> <p>Recommendation: Retain originals permanently. Retain one (1) copy of each agenda permanently. If packet contains <u>original material</u> referred to in the minutes, retain permanently. If packet contains <u>copies only</u>, retain for one (1) year, then dispose of.</p>
114.	<p><u>PAID BILLS, INVOICES AND PURCHASE ORDERS</u></p> <p>Dates: 2007- Volume: 14 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological/Alphabetical</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
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(continued)**

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Item No.	Record Series Title, Description and Recommendation
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115. PERSONNEL FILES AND SUPPORTING DOCUMENTS INCLUDING TRAINING RECORDS

Dates: 2007-  
Volume: 7 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Alphabetical

Recommendation: Retain individual work and salary history records for sixty (60) years or until terminated employee's seventy-eighth (78<sup>th</sup>) birthday, whichever occurs first, then dispose of.

If the employee has not retired by age seventy-eight (78), retain the work and salary history records for ten (10) years after termination of employment, then dispose of.

Retain all other records within this record series for five (5) years after termination of employment, then dispose of.

If the employee is deceased retain entire file for five (5) years after date of death, then dispose of provided no litigation is pending or anticipated. If litigation is pending retain until conclusion of all judicial action (including appeals), then dispose of.

116. POLICY AND PROCEDURE MANUALS

Dates: 2017-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

Recommendation: Retain permanently.

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)**

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Item No.	Record Series Title, Description and Recommendation
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117. SALARY SCHEDULES AND SURVEYS

Dates: 2007-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

Recommendation: Retain for seven (7) years, then dispose of.

118. SEMINAR AND CONFERENCE TRAINING MATERIALS

Dates: 2017-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

Recommendation: Retain until administrative use is complete, then dispose of.

119. TIME RECORDS (SICK, VACATION, OVERTIME, COMPENSATORY, LEAVES,  
FURLoughs, SIGN IN/OUT RECORDS)

Dates: 2007-  
Volume: 14 Cu. Ft.  
Annual Accumulation: 2 Cu. Ft.  
Arrangement: Chronological

Recommendation: Retain for two (2) years, then dispose of.

120. TRAVEL, EXPENSE AND MILEAGE REPORTS

Dates: 2007-  
Volume: 2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

Recommendation: Retain for seven (7) years, then dispose of.

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
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Item No.

**Record Series Title, Description and Recommendation**

**INVESTIGATIONS**

200. INTERNAL INVESTIGATIVE FILES INCLUDING ALL SUPPORTING DOCUMENTS
- Dates: 2007-  
Volume: 2 Cu. Ft./MG  
Annual Accumulation: Negligible/MG  
Arrangement: Chronological/Alphabetical
- Recommendation: Retain for five (5) years, after completion of investigation or date of last activity, then dispose of.  
Retain copies for three (3) years, then dispose of.
201. INTERNAL COMPLIANCE AUDITS AND DATA
- Dates: 2017-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological/Alphabetical
- Recommendation: Retain until administrative need is complete.
202. NEIGHBORHOOD COMMUNITY WATCH ACTIVITY REPORTS/COMPLAINTS
- Dates: 2007-  
Volume: 14 Cu. Ft.  
Annual Accumulation: 2 Cu. Ft.  
Arrangement: Chronological
- Recommendation: Retain for five (5) years, then dispose of.

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
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(continued)**

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Item No.

Record Series Title, Description and Recommendation

**LEGAL FILES**

300. LEGAL CASE AND MATTER FILES

Dates: 2007-  
Volume: 70 Cu. Ft.  
Annual Accumulation: 10 Cu. Ft.  
Arrangement: Chronological

Recommendation: Retain for three (3) years after closure of case providing no legal hold is pending, then dispose of.

**APPLICATION FOR AUTHORITY  
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(RECORDS RETENTION SCHEDULE)  
(continued)**

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Item No.	Record Series Title, Description and Recommendation
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**PUBLIC AFFAIRS**

400. LEGAL AND MEETING NOTICES, PICTURES, CERTIFICATE OF PUBLICATION,  
AND PRESS RELEASE INCLUDING PUBLIC QUARTERLY REPORTS

Dates: 2007-  
Volume: 2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

Recommendation: Retain for one (1) year, then dispose of.

401. NEWSPAPER CLIPPINGS, BROCHURES, PAMPHLETS, NOTICE OF HEARINGS AND  
PUBLICATIONS

Dates: 2007-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

Recommendation: Retain for one (1) year, then dispose of.